

KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL

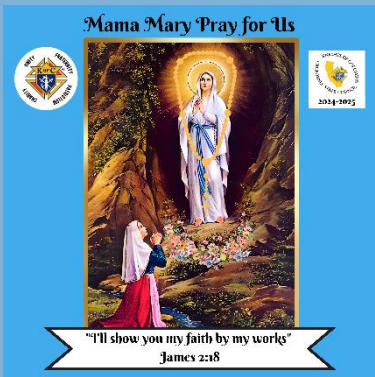


2024-2025 DISTRICT DEPUTY Mid-Year Meeting

January 2025

Visalia Marriott at the Convention Center

***I Will Show My Faith Through My Works!
Mother Mary Pray For Us***

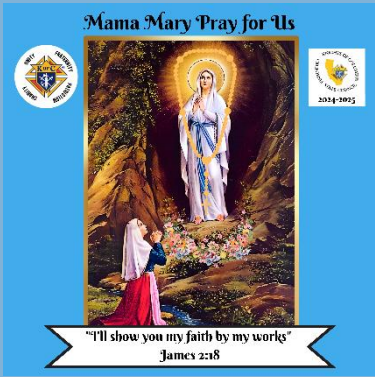


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COUNCIL PER CAPITA GUIDANCE

- Council Per Capita based on the budget approved at the Annual Meeting in May
- Per Capita at \$13.00 per member per approved budget
- Per Capita was calculated based on
 - **July 1, 2024 council roster**



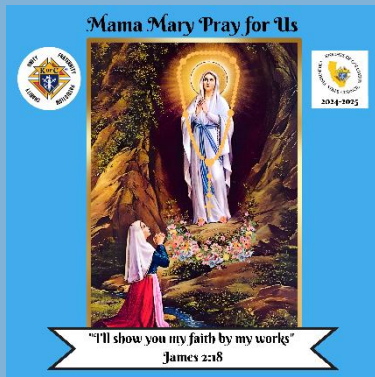
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COUNCIL PER CAPITA GUIDANCE

So what does the Per Capita Pays for:

- Council and Member Incentives
- Attendance at State Council Annual Meeting
- State Council Awards
- Training for Council Officers
- Financial Secretary training
- District Deputy training – This Meeting



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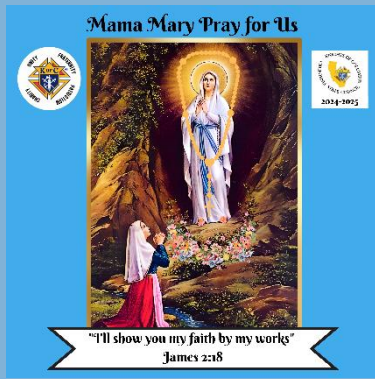


COUNCIL PER CAPITA GUIDANCE

What if the Council can't pay?

Councils seeking forgiveness of present or past State Council per capita billing must submit a request in writing to the State Secretary explaining the need and attaching two recent semi-annual audit reports and two months of the Council's bank statements.

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DISTRICT DEPUTY EXPENSE REPORTS

- Attendance at DD Meetings in July and January.
- Attendance at Council meetings within your District
- New Council Development or Reactivation work– **it should be noted on the expense form as NCD or Council Reactivation**
- Must use **Form 267DD** which is found on the Supreme Website under DD Forms
- It must be filled out, signed, scanned and sent to the State Deputy, State Secretary and a copy to the State Office

Date	From		To	Proposed Council Number	Actual Trip Expense	Transportation of 30 per mile	Meals	Travel	Tolls	Taxi	Total
TOTALS						0.00	0.00	0.00	0.00	0.00	0.00

*Receipts are required for all items

I hereby certify the foregoing to be a true and correct statement of expenses incurred by me.

Approved by _____ (State Deputy) _____
 _____ (Date)

Signature _____
 Name _____
 Street _____
 City _____ State/Prov. _____ Zip/Postal Code _____
 Membership Number _____ District Number _____



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DESTRIC DEPUTY EXPENSE REPORTS

- Once **approved** by the State Deputy the District Deputy Expense Reports submitted on **Supreme Form 267DD** will then be submitted by the State Office to the Supreme Council for reimbursement to the District Deputy.
- The State Council will not be reimbursing in lieu of the Supreme Council this year.
- The District Deputy will receive a check directly from the Supreme Council.



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DISTRICT DEPUTY EXPENSE REPORTS

- Round trip mileage at the rate of \$.30 per mile for actual mileage traveled – **Supreme rate**
- Hotel charges for the July and Mid-year DD meeting must be supported by a copy of an itemized bill
- Expenses incurred by District Deputies in **New Council Development** or Reactivation work will also be reimbursed – it should be noted on the expense form as NCD or Council Reactivation

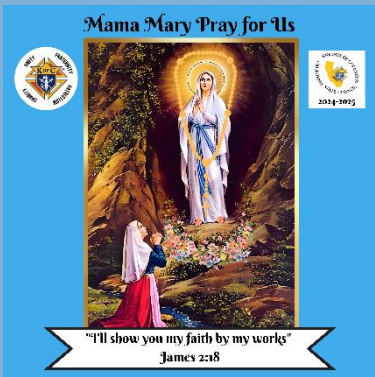


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DISTRICT DEPUTY EXPENSE REPORTS

- Any travel expenses outside of district
 - For Example: Chapter meetings etc
- Must be **preapproved** (preferably by e-mail) by the State Deputy. Travel needs to be listed on **Committeemen expense form, rate \$.28**
- During an installation or conferring ceremony expenses of the warden are limited to meals and are reportable on the district deputy expense account.



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DISTRICT DEPUTY EXPENSE REPORTS

- For this meeting – Spouse allowance of \$35 per day when provided with a copy of an additional banquet ticket
- Two days have been preauthorized both Friday and Saturday

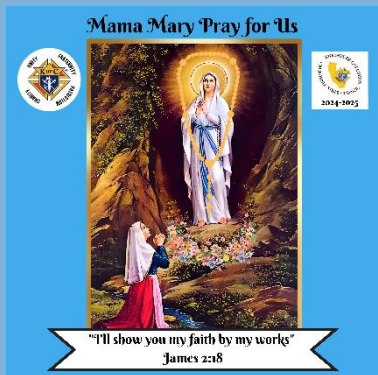


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DISTRICT WARDEN – MID-YEAR EXPENSE REPORTS

- Same guidelines for DD's at this meeting
 - However they need to use the **Committeeman Form**
- For this meeting – Spouse allowance of \$35 per day when provided with a copy of an additional banquet ticket
- Two days have been preauthorized both Friday and Saturday



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DISTRICT WARDEN – MID-YEAR EXPENSE REPORTS

- Round trip mileage at the rate of \$.28 per mile for actual mileage traveled – **Committeeman rate**
- Hotel for the Mid-year DD meeting must be supported by a copy of an itemized bill
- Send to:
 - State.Deputy@californiaknights.org
 - State.Secretary@california.knights.org
 - State.Office@californiaknights.org

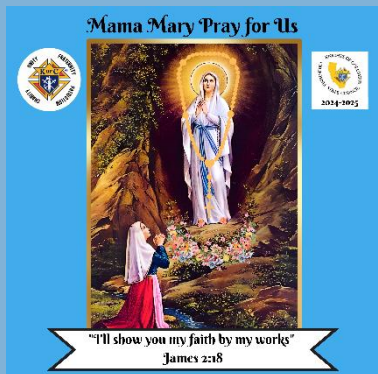


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DISTRICT DEPUTY EXPENSE REPORTS – State Approved

- Reimbursement for Chapter travel must be preapproved
 - (preferably by e-mail) by the State Deputy and submitted on a State Committeeman Expense Form located on State Website)
 - Standard State Committeeman rates, Breakfast \$6, Lunch \$8, Dinner \$10 & \$.28 mile
 - Send Form and copies of receipts to :
 - state.deputy@californiaknights.org
 - state.secretary@californiaknights.org
 - state.office@californiaknights.org



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STATE COMMITTEEMEN EXPENSE REPORTS

- Must use **State Expense Form** which is found on the State Council Website - **FORMS**
- It must be filled out, **signed, scanned,** and sent to the respective **Director for approval** then to State Secretary for final approval and processing

CALIFORNIA STATE COUNCIL - KNIGHTS OF COUNCIL											
EXPENSE ACCOUNT											
COMMITTEE:			PERIOD:								
DATE	TRAVEL		PURPOSE	ROUND TRIP MILES	TRANS @ .25 per MILE	ROOM	MEALS	MISC.	TOTAL		
	FROM	TO									
TOTAL											
TOTAL SHEET											

DO NOT WRITE IN THIS SPACE			
Submitted At:	Check No.	Date:	Amount:
Approved By: _____ Date: _____ State Secretary			
By: _____ Date: _____ State Deputy			
Register Number:	State Office Accounting		Charge to Acct:

I hereby certify the foregoing to be a true and correct statement of my expenses:	
Signature:	Date:
Name:	Phone:
Address: _____	
City:	Zip Code:
Approved by:	Date:

Revised 8/7/10 SPV

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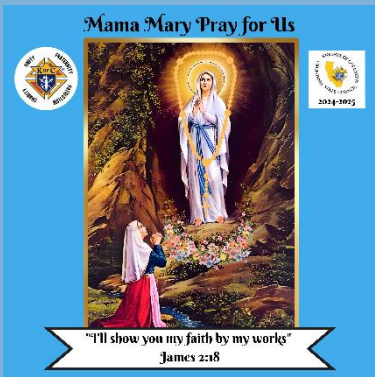
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STATE COMMITTEEMEN EXPENSE REPORTS

- Travel of \$.28 per mile round trip – mileage or actual airfare whichever is less
- Hotel charges supported by a copy of an itemized bill
- Meal Allowance (no alcohol)
 - Breakfast – \$6.00
 - Lunch – \$8.00
 - Dinner – \$10.00
 - Exceptions – lunch & banquet at DD meetings **(with receipts)**

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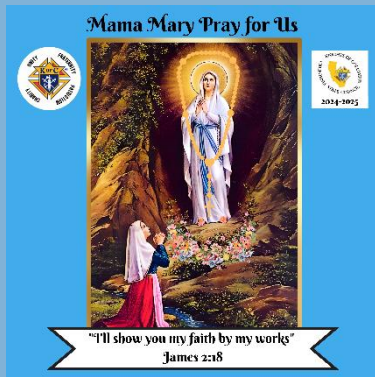
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STATE COMMITTEEMEN EXPENSE REPORTS

- Expense reports should be submitted monthly – **no less often than quarterly**
- Expense reports need to be accurate and legible
- All receipts need to be attached to your expense report
- Expense reports for Chapter Presidents should be processed as District Deputy
- Expense reports for District Mentors should be submitted to:
state.warden@californiaknights.org

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ANY QUESTIONS?

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